

Extract from the Joint Overview and Scrutiny Committee - 15 July 2015

JOSC/15-16/15 Joint Overview and Scrutiny Annual Report 2014/15

Before the Committee was a report by the Director for Digital and Resources, a copy of which had been circulated to all Members and a copy of which is attached to a signed copy of these minutes as item 8. As part of good practice and a requirement in the Council's Governance Action Plan, the Councils are required to produce a Joint Overview and Scrutiny Committee Annual report for 2014/15.

Members noted the annual report and asked that emphasis be placed on the opportunity for Members of the Public to come forward and ask for the committee to undertake a review.

Resolved:

- i) That the Joint Overview and Scrutiny Committee Annual report for 2014/15 be approved.
- ii) That the Annual report 2014/15 be submitted to Council for approval.

Extract from the Joint Senior Staff Committee 17 September 2015

JSnSc/013/15-16 Review of the salary of the Chief Executive and Head of Paid Service

The Committee had before it a report from the Director for Digital and Resources, a copy of which had been circulated and is attached to the signed copy of these minutes as item 6.

The report provided the rationale and evidence for a review of the salary of the Chief Executive of Adur and Worthing Councils. A salary review had been promised to the Chief Executive on appointment in April 2013.

The report described how the role had expanded over the last two years to meet the ambitions of the Councils in driving economic growth, activating communities and improving customer experience. The report also highlighted the Chief Executive's successful record of delivery and underlined the importance of retaining key talent in a period of significant challenge and opportunity.

A Councillor suggested that the meeting should be adjourned in order for the report to go before the Joint Overview & Scrutiny Committee to gain greater credibility. The Chairman advised that it was the role of the Joint Senior Staff Committee to undertake a job evaluation for the Head of Paid Service, not the Joint Overview and Scrutiny Committee.

The Committee noted the current level of salary and how it compared with Chief Executive salaries at other Shared Councils. It was acknowledged that the salary was below the lower quartile figure of £117,156.

A Councillor questioned whether the Committee needed to see the Chief Executive's contract to ascertain whether there was any contractual obligation to increase salary. The Chairman advised that if the Committee was to consider the contract, it would need to do so in closed session. For the purpose of transparency, the Chairman was not minded to go into closed session. It was noted that an assurance had been made, during the appointment process, that a revaluation of the role would be undertaken within 2 years of appointment.

Clarification was sought as to whether the salaries outlined in paragraph 2.9 of the report were all paid to Chief Executives from Joint / Shared Councils. Officers confirmed that the focus had been on the most directly comparable roles.

The Leaders of both Councils informed the Committee that a performance review had been undertaken earlier in the year and that the role of the Committee was to consider whether the Chief Executive's salary was fit for purpose in relation to the role being undertaken. It was noted that proposed revisions to the Chief Executive's Job Description had been appended to the report at Appendix A.

A Member stated that the report lacked credibility due to a lack of independence, as it had been written by a Director who reported directly to the Chief Executive. It was suggested that the report lacked balance as it focused primarily on positives and the assertion that the current salary of £104k was not a good salary, was challenged. The Member also requested that the Committee remember that the rest of the staff had been awarded a 1% pay increase and that the proposed rise in this case was 20%.

The Committee was advised that independent advice had been sought and that the decision regarding salary was for Members to take, not Officers. Job revaluations had also been carried out across the rest of the organisation.

A Member stated that the current Council Leadership Team had put the Council in a much better position to help and support people in very difficult circumstances and that there had been a very noticeable change in approach and direction to the organisation.

Resolved,

The Joint Senior Staff Committee

- 1) recommended to both Adur District Council and Worthing Borough Council an increase to the salary of the Chief Executive to £115,000 effective from 1st April 2015;
- 2) recommended to both Adur District Council and Worthing Borough Council that the revised job description for the role of Chief Executive, provided in Appendix A, be adopted.

Extract from the Joint Governance Committee - 29 September 2015

JGC/15-16/019 Recording of Council Meetings

Before the Committee was a report by the Director for Communities and the Solicitor to the Council, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 9.

The report reviewed the effectiveness of the digital voice recording trial of Worthing Borough Council's Full Council meetings and considered the future digital voice recording of all Adur and Worthing Councils' Full Council and Committee meetings.

The Openness of Local Government Bodies Regulations 2014 and the impact on the public right to film, record and blog from Council and Committee meetings was also reviewed.

A Member requested that the recordings of meetings be indexed in such a way that the listener could skip to any part of the meeting they were interested in. Officers agreed to investigate how this could be achieved.

Members debated the merits of audio and visual recordings and discussed the cost and practicality of live streaming. Officers anticipated that Digital Apprentices, from Northbrook College, could support the filming of meetings.

Concerns were raised about the recording of meetings in closed session. A Member sought assurances that these would be managed sensitively and securely. Officers advised that future recordings would need to be separated into open and closed session and reassured Members that all recordings of meetings in closed session would be managed accordingly.

It was proposed and seconded, that from January 2016, all Adur and Worthing Council & Committee meetings be recorded.

Resolved,

That the Joint Governance Committee:-

- 1) noted the outcome of the trial of digital voice recording of the Full Council meetings of Worthing Borough Council and recommend to Worthing Borough Council the approval of digital voice recording of Full Council meetings, and uploading of such recordings onto the website, on a permanent basis;
- 2) recommended to Adur District Council the approval of digital voice recording of Full Council meetings, and uploading of such recordings onto the website, from January 2016;**
- 3) recommended that all Adur and Worthing Council Committee meetings, including Part B Exempt Information Reports, be recorded.**

Extract from the Joint Strategic Committee - 8 October 2015

JSC/040/15-16 Devolution of some Highways powers from WSCC to Adur-Worthing Councils in regards of A Board and Tables and Chairs Licensing on the public highway

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 5.

The report set out a proposal from West Sussex County Council (the Highway authority) to transfer / devolve part of its Highway enforcement powers, under Section S115E of the Highways Act 1980, to Adur and Worthing Councils.

Members noted that West Sussex County Council had charged a one off fee of £412.00 for the first year and subsequently £220.00 per annum for a table and chairs licence. Concerns had been raised by Officers as to how the fee structure could work at a local level. Some smaller cafes, for instance, only had room for one small table and two chairs. It seemed more appropriate to consider fees in relation to square footage available and consideration was being given to a fee structure of £50.00 per square metre of highway land occupied for the placement of tables and chairs.

A Member questioned the level of charges and Officers advised that the charge would apply to tables and chairs on the highway only. An existing scheme was in place but at present, charging was inconsistent.

The report included a proposal to introduce a pilot scheme in Warwick Street, Worthing and the town centre, Shoreham initially; and following these areas, if successful, the pilot would then be rolled out across the borough. Officers agreed to consider the inclusion of Montague Place, Worthing in the pilot.

The importance of engaging with local businesses was discussed as was the cost of implementing and operating the scheme.

Decision

The Joint Strategic Committee:-

- 1) agreed the responsibility for the scheme be with the Executive Member for Environment in respect of Adur District Council and the Executive Member for Regeneration in respect of Worthing Borough Council;

- 2) agreed that the final detail of the scheme, including charges, be delegated to the Executive Member for Environment in respect of Adur District Council and the Executive Member for Regeneration in respect of Worthing Borough Council.**